

## APPENDIX W

### PRELIMINARY ARCHITECTURAL REPORT FOR NEW CONSTRUCTION OR REHABILITATION OF EXISTING BUILDINGS

The Preliminary Architectural Report (PAR) is submitted as part of your CDBG-ED application for new construction or rehabilitation of an existing building. The outline presented on the following pages describes the common items necessary to produce the PAR. **The PAR must be prepared by a professional architect licensed to practice in the State of Montana.**

The PAR should adequately describe the existing situation and problem, analyze alternatives and propose a specific course of action. Sufficient information must be provided to adequately assess the need for, feasibility, and cost of the project.

The outline is by no means all-inclusive. The architect should use his or her professional judgment to present sufficient information during preparation of the PAR, taking into account that different projects require varying levels of detail.

The level of effort required to prepare the report and the depth of analysis within the report should be proportional to the size and complexity of the proposed project. The architect should provide appropriate documentation wherever possible to support the analysis and the proposal.

If the PAR does not provide required information, or enough information in order for the Grant Review Committee to make a reasonable decision, the application process may be delayed.

#### **Environmental Considerations**

All state and federally funded projects are subject to either the Montana Environmental Policy Act (MEPA) or National Environmental Policy Act of 1969 (NEPA), or both. MEPA seeks to avoid or mitigate adverse impacts on the natural and human environment by mandating careful consideration of the potential impacts of any development assisted with state funds or approved by a state agency. NEPA establishes national policy, goals, and procedures for protecting, restoring, and enhancing environmental quality.

Both laws seek to avoid adverse impacts on the environment by mandating careful consideration of the potential impacts of any development assisted with federal funds or approved by a state agency. In order to avoid delays, adding significantly to project costs, or even preventing a project from being carried out, all applicants to state or federal infrastructure funding programs must consider potential environmental impacts during the project planning. As a result, local officials will be able to make better decisions by carefully considering the potential environmental consequences of projects and the actions that will be required to mitigate any adverse consequences.

The CDBG-ED program has requirements related to the environmental review process, the selection of the preferred alternative, and adoption of the preliminary architectural report. Applicants should contact CDBG-ED staff to ensure that program requirements will be met.

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## ***Preliminary Architectural Report Outline***

### ***I. Problem Definition***

**A. *Identify the planning area and existing or potential location of the facility.*** *Using narrative and drawings, describe the area(s) under consideration. The description should include the following information:*

1. **Location** - Indicate legal and natural boundaries, major obstacles, etc. using maps, photographs, and sketches of the planning area or alternative sites, as applicable.
2. **Environmental Resources Present** - Provide information on the location and significance of important land resources (farmland, range land, forestland, wetlands, and 100 year floodplains, including stream crossings), historic sites, endangered species or critical habitats, etc., using maps, photographs, studies and narrative, as applicable.
3. **Growth Areas and Projected Population Trends** - Identify specific areas of concentrated growth. Provide population projections for the project planning area and concentrated growth areas for the project design period. Base population projections on historical records, or economic projections, citing recognized sources.

**B. *Evaluate the condition of existing facilities.*** Describe the existing facilities including at least the following information:

1. **Layout of The Existing Facility** - Provide a floor plan for the existing structure(s). Illustrate current space occupied and proposed space requirements.
2. **History** - Provide a brief history of the facilities, including when the system was constructed, major improvements and any past problems.

3. **Condition of Facilities** - Describe present condition, capacity, and if there are existing facilities suitable for continued use.
  4. **Evaluate Presence of Lead-based Paint and Asbestos** -  
If the project is related to housing, provide a full evaluation of the presence of lead-based paint and asbestos when existing facilities are being considered.
  5. **Financial Status of Facilities** - Provide information regarding annual operation and maintenance (O&M) costs, tabulation of users, and revenue received for the last three fiscal years. Give status of existing debts associated with the facility.
- C. ***Describe and document the need for the project and the problems to be solved.*** Describe the need for the project according to the following criteria:
1. **Health and Safety** - Describe concerns, compliance issues, and relevant regulations such as the Uniform Building Code, zoning ordinances, asbestos, lead-based paint, and other federal, state, local, or tribal requirements. Attach pertinent correspondence to/from appropriate federal and state regulatory agencies.
  2. **Facility O&M** - Describe O&M concerns with an emphasis on those with the greatest financial and operational impact. Discuss operational, administrative and management capacity.
  3. **Growth** - Describe the facility capacity necessary to meet projected needs during the planning period. Discuss any potential for future expansion, if applicable, or any consideration given to designing for phased construction. Provide number of current and projected new users to be served by this project.

## **II. Alternative Analysis**

- A. ***Description.*** Describe each alternative site, i.e. existing buildings with potential for rehabilitation or alteration, or alternative building sites.
1. **Existing Buildings** - Describe existing buildings within the community that could be modified to accommodate the proposed facility, deficiencies with each, code compliance issues, floor space, handicapped accessibility, potential for expansion, as applicable.
  2. **Building Sites** - If proposing new construction, describe alternative building sites available for new construction, any existing structures

on the site(s), potential for expansion, proximity to other services, etc.

- B. *Regulatory Compliance and Permits.*** Describe compliance with appropriate regulations such as Uniform Building Code, zoning issues, asbestos, lead-based paint, permits, handicapped accessibility, and other federal state, local or tribal requirements.
- C. *Land Acquisition.*** Identify sites and easements required, if applicable. Specify whether these properties are currently owned, to be acquired or leased, and whether options have been obtained, contingent upon receipt of funding.
- D. *Environmental Considerations.*** For the alternative selected for the project, discuss the following:
1. **Affected Environmental Consequences** - Describe and document the environmental resources of the area to be affected (see the *Full Environmental Checklist*). The checklist must be attached as part of this report. If there has been a previous environmental assessment completed for the project area, please include a copy of the assessment in addition to the completed checklist. Identify each environmental resource that will be affected, as applicable.
  2. **Mitigation** - Evaluate appropriate short and long-term measures to mitigate each potentially adverse impact. Describe the mitigation measure(s) necessary to minimize adverse impacts upon identified environmental resources. Projects contemplating the renovation of existing structures should thoroughly discuss mitigation measures to address asbestos and lead-based paint, where identified, in accordance with federal and state requirements.
  3. **Correspondence** - Include any environmentally related correspondence and agency comments as required by the Environmental Checklist, e.g., the State Historic Preservation Office (SHPO).
  4. **Exhibits/Maps** - Include any exhibits, maps, or drawings as applicable to describe potential environmental impacts.
- E. *Construction Problems.*** Discuss unique concerns such as geological constraints, limited access, underground storage tanks, high water table, asbestos, lead-based paint, contaminated soil, noise, odors, or other conditions that may affect cost of construction or operation of the facility.

- F. **Cost Estimates.** Include both:
1. **Project Costs** (i.e., administrative, financial, engineering, architecture, and construction costs.)
  2. **Projected Annual Operation and Maintenance (O&M) Costs**

### III. Selection of Preferred Alternative

- A. ***Basis of the selection of the preferred alternative.*** Provide an analysis of why the preferred alternative was selected over other alternatives.
- B. ***Site location and characteristics.*** Discuss the site location of any current or proposed facilities, and describe the characteristics of the site(s).
- C. ***Preliminary Architectural Plans.*** Provide preliminary architectural plans (including a proposed floor plan) for the proposed facility.
- D. ***Operational requirements.*** Discuss the expertise required to operate the facility and any unique operational requirements of the facility.
- E. ***Impact on existing facilities.***
- F. ***Design.*** Describe design issues for this project, such as the location of the facility, cost effectiveness, technical feasibility, local resources and suppliers, etc.
- G. ***Cost summary.***
1. **Project Cost Estimate** - Provide an itemized estimate of the project cost based on the anticipated period of construction. Include administrative, development and construction, land and rights, legal, engineering, interest, equipment, contingencies, refinancing, and other costs associated with the proposed project.
  2. **Annual Operating Budget** -
    - a. **Income** - Project income realistically. Base projections on likely revenues, membership dues, subsidies, etc.
    - b. **O&M Costs** - Project costs realistically. In the absence of other reliable data, base projections on actual costs of other existing facilities of similar size and complexity. Include facts to substantiate O&M costs estimates. Include salaries, wages, taxes, accounting, auditing fees, legal fees, interest,

utilities, insurance, fuel, repairs and maintenance, supplies, chemicals, office supplies, printing, medical supplies and/or equipment, and miscellaneous expenses.

c. **Capital Improvements** - Describe annual costs of purchasing or replacing equipment necessary to the function of the facility.

d. **Debt Repayments** - Describe existing and proposed project financing from all sources, and any effect on facility user fees, including any debt coverage requirements.

H. ***Public Participation.*** Describe any public participation, meetings, hearings, or comments received from the public about the PAR or proposed project.

**IV. *Conclusions and Recommendations.***

Provide any additional findings and recommendations that should be considered in the evaluation of this project.